

# Washington County

## Job Description



<b>Title:</b>	Office Coordinator	<b>Code:</b>	
<b>Division:</b>	Children's Justice Center	<b>Effective Date:</b>	07/10
<b>Department:</b>	County Attorney	<b>Last Revised:</b>	10/13

### GENERAL PURPOSE

Performs a variety of **complex clerical and routine administrative** duties as needed to expedite and coordinate the delivery of day-to-day services provided through the County Children's Justice Center. Serves as staff support to the Children's Justice Center Director, Advisory Board, and Friends Board.

### SUPERVISION RECEIVED

Works under the general supervision of the Children's Justice Center Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Provides transcription and staff support to the CJC Director, Advisory and Friends Board; transcribes interviews of alleged child-abuse victims that are conducted by law enforcement and DCFS workers performed at the Center; operates Dictaphone or digital recording equipment; may transcribe medical finding reports of medical professionals associated with the Center.

Sets up controls to meet deadlines; maintains case records according to Center policies and procedures.

Answers questions and assists with routine requests for Information, tracking and documentation; answers phones and assists callers/clients; assists in assuring the maintenance of a non-threatening and non-stigmatizing atmosphere; and responds to clients coming to the Center in crisis.

Transcribes minutes of meetings; maintains calendar and schedules; assists with compilation of statistical and program reports under the direction of the director; orders and maintains supply/inventory; supports volunteer activities as directed.

Assists director with preparation and tracking of expenses and accounts receivable; types letters, memos, reports and other documents; receives and distributes mail; prepares material for mailing; maintains and updates accurate hard copy and computerized files and records; maintains organization of filing systems and record books; and backs up computerized files.

Participates in day-to-day problem-solving and decision-making; maintains efficient and effective functions of all office services, including preparing rooms for interviews, tracking donations, monitoring recording equipment, creates flyers and brochures; manages website and social media under direction of Director; manages logistics for board meetings; attends MDT training; backs up the Victim Services Coordinator with preliminary information for caregivers; enters information into the Case Management System; collects information from families and professionals for CMS entry and backup.

Coordinates and schedules the involvement of law enforcement, child protective services, County Attorney, medical and treatment personnel and others with the child (alleged victim); Helps coordinate the flow of information among the agencies responsible for criminal prosecution and those agencies responsible for protective action and civil proceedings.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

### 2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** operation of personal computer and various software applications for word processing (MS Office), Publisher, Adobe and other software programs used for newsletters, publications, etc., spread sheets, data base management; legal documents, clinical forms and procedures; legal and medical terminology; office methods; modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; effective communication practices, public relations. Some knowledge of child sexual abuse and physical abuse issues.

**Skill in** Dictaphone transcription for medical and law enforcement interviews. Creation of newsletters, publications, brochures, etc.; social media management and websites.

**Ability to** ensure confidentiality regarding sensitive cases and day-to-day operations; maintain filing and record-keeping system relating to confidential and sensitive materials and information; respond and refer quickly, appropriately and effectively in crisis situations; function independently; develop effective working relationships with individuals from various backgrounds, state, county and city officials; communicate effectively, verbally and in writing; act appropriately within the boundaries established for the position; compile and process legal documents; multi-task and remain poised under various work pressures; operate various types of office equipment.

### 3. Special Qualifications:

Must be able to type accurately (55 wpm).

Must possess and maintain a valid Utah Driver's License.

Must consent and submit to a criminal background, child-abuse registry background check and substance-abuse screening.

### 4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Occasional travel by automobile required in the normal course of job performance. Occasional evening hours and/or Saturday hours as required by case load or events.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.